



## Notice of Vacancy

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<b>Position Title:</b>	<b>Probation Clerk</b>
	<b>Full-time/Regular, Excepted Service</b>
<b>Announcement No.:</b>	<b>2015-09</b>
<b>Location:</b>	<b>Danville, Virginia</b>
<b>Opening Date:</b>	<b>June 28, 2015</b>
<b>Closing Date:</b>	<b>Open Until Filled</b>
<b>Salary Range:</b>	<b>\$31,652 - \$51,447 (CL-23)</b>
	<b>Starting salary commensurate with qualifications and experience</b>

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The U.S. Probation Office for the Western District of Virginia, a combined district for probation and pretrial services, is currently accepting applications for the position of Probation Clerk. The Probation Office currently consists of 62 employees who support 10 judicial officers and staff located in seven divisional offices (Abingdon, Big Stone Gap, Charlottesville, Danville, Harrisonburg, Lynchburg and Roanoke). The position is located in the Danville divisional office. Occasional travel, including overnight, within and outside the district, is required.

### REPRESENTATIVE DUTIES

The Probation Clerk is responsible for providing office support and assistance for the administrative functions of the office and for Probation Officers to include formatting, typing, and editing presentence and pretrial reports, including violation reports and preliminary interview reports for the court, developed by officers, often under pressure of short deadlines. The incumbent also prepares letters, memoranda, appointment notices, and composes routine correspondence for officers. The incumbent further organizes and prepares electronic case files for officers' use in accordance with established case management procedures, updates files at the direction of officers, records chronological entries in case files, and enters statistical data into automated databases. Additionally, the incumbent makes appointments, maintains officers' calendars, accepts monthly reports in the absence of the officer at the officer's direction and reviews reports for completeness, greets visitors, receives incoming calls, and answers routine inquiries. Moreover, the Probation Clerk performs other duties as assigned.

### QUALIFICATIONS

A high school diploma or equivalent and two (2) years general experience is required. General experience is progressively responsible clerical, office, or other work that indicates the possession of, or

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the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Education above the high school level may be substituted for required general experience.

The successful candidate should also possess knowledge of office practices and word processing software as well as skill in using standard office equipment (copiers, fax machines, scanners, etc.), keyboarding, and typing. Knowledge of court and probation/pretrial operations procedures or prior clerical/administrative experience in the field is preferred.

The ideal candidate is self-directed, highly organized professional who is responsible and tactful; demonstrates initiative and the ability to consistently exercise good judgment; understands the importance of and is able to maintain confidentiality; is able to communicate effectively and tactfully with people of diverse backgrounds, both orally and in writing; demonstrates a command of the rules of grammar, spelling and punctuation; and maintains a professional demeanor and appearance at all times.

### **BENEFITS**

For federal benefits information, visit: <http://www.uscourts.gov/Careers/BeneFitForLife.aspx> .

### **CONDITIONS OF EMPLOYMENT**

Must be a U.S. citizen or meet the citizenship requirements for employment in the Judiciary. Visit the Court's web site at <http://www.uscourts.gov/Careers/CareerCitizenshipRequirements.aspx> for additional information on citizenship requirement. Selectees are subject to a background investigation, including fingerprinting, and subsequent favorable suitability determination. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of salary. The Court requires employees to adhere to the Code of Conduct for Judiciary Employees, which is available for review on the Court's web site at <http://www.uscourts.gov/RulesAndPolicies/CodesOfConduct.aspx>.

### **HOW TO APPLY**

Qualified persons should submit a letter of interest, a detailed resume, a judicial application for employment (available on our website at <http://www.vawd.uscourts.gov> under Employment), and contact information for three professional references to: Human Resources #2015-09, U.S. District Court, 210 Franklin Rd. SW, Room 540, Roanoke, VA 24011, or via email to: [careers@vawd.uscourts.gov](mailto:careers@vawd.uscourts.gov). Priority consideration will be given to applications received by close of business Monday, July 13, 2015.

Incomplete submissions will not be considered. Due to the anticipated high volume of submissions expected to be received, the Court will communicate only with those individuals who are invited for a personal interview. Unsuccessful applicants will not receive notice.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. The United States District Court is an Equal Opportunity Employer.

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